

Jurisdictional Class: Competitive; Non-Competitive when Seasonal
Adopted: March 2, 1971
Revised: April 9, 2010

SWIMMING POOL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the oversight, planning, organization, and supervision of swimming classes, aquatic activities/programs, and water sports. The incumbent is responsible for implementing, overseeing, and enforcing all rules, regulations, and safety protocols. The incumbent oversees and responds to all emergencies and first aid situations. The incumbent may assess swimming ability and teach swimming lessons if qualified as a Progressive Swimming Instructor. The incumbent may perform the duties of a Lifeguard, as needed, when not concurrently performing instructional duties and only if currently qualified as a lifeguard. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in performing the duties of the position. Supervision is exercised over a number of Lifeguards and other personnel involved in the operation of a pool and/or swim area. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees, plans, and organizes water sports, swimming classes, and other related aquatic activities/programs;
Oversees the care, maintenance and acquisition of pool or swimming area, equipment, and supplies;
Implements, oversees, and enforces all rules, regulations, and safety protocols;
Oversees the complete operation/maintenance of the swimming pool and/or swimming area;
Oversees the inspection of swimming pool facilities and/or swimming areas ensuring that all New York State Department of Health regulations are met;
Supervises and hires all Lifeguards and other personnel involved in the operation of a pool and/or swimming area;
Provides lesson plans and teaching pointers to all lifeguards and water safety swimming instructors;
Verifies Red Cross standards are met before each swimmer moves to the next level;
Acts as a swimming sports official when needed;
Supervises and assists with the maintenance, cleaning, and repair of facilities and equipment;
Oversees and maintains the completion of all paperwork and required reports;
Oversees the collection of money;
If qualified as a Progressive Swimming Instructor, assesses swimming ability and performs instructional duties as needed;
If qualified as a Lifeguard, may act as a lifeguard during recreational swim periods or during periods when not concurrently performing instructional duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the organization of recreational programs;
Good knowledge of and the ability to oversee and enforce all appropriate rules, regulations, and safety protocols;
Good knowledge of the principles of physical education as related to aquatics with special reference to the teaching of swimming and lifesaving;
A high degree of skill in swimming and lifesaving;

Swimming Pool Director

Ability to oversee, plan, organize, and supervise water sports, swimming classes, and other related aquatic activities/programs;

Ability to oversee, respond, and handle emergency and first aid situations;

Ability to deal with the public tactfully and exercise authority in a public setting;

Ability to keep records and to make reports;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and nine (9) months of full or part-time experience in swimming instruction and/or lifeguarding.

SPECIAL REQUIREMENTS:

1. Must meet age requirement on the Camp Aquatics Director for NYS Children's Camp Bathing Facilities Fact Sheet in accordance with NYS Sanitary Code; and

2. Must meet the Code Standards by possessing current certifications as described on the Camp Aquatics Director for NYS Children's Camp Bathing Facilities Fact Sheet in accordance with NYS Sanitary Code; and

3. Must possess a current CPR certificate as noted on the Cardiopulmonary Resuscitation Certification for NYS Children's Camps and NYS Bathing Facilities Fact Sheet in accordance with NYS Sanitary Code. All cardiopulmonary resuscitation certificates must be renewed within one (1) year of completion of the course, regardless of the expiration date noted on the card.

The above Special Requirements are regulated by the New York State Sanitary Code (SSC) and can be found at the following links:

Aquatics Camp Director Fact Sheet:

<http://www.health.state.ny.us/environmental/outdoors/camps/cad.htm>

Water Safety Instructor Fact Sheet is Progressive Swimming Instructor:

<http://www.health.state.ny.us/environmental/outdoors/camps/psi.htm>

Lifeguard Fact Sheet:

<http://www.health.state.ny.us/environmental/outdoors/camps/aquacert.htm>

CPR Fact Sheet:

<http://www.health.state.ny.us/environmental/outdoors/camps/cpr.htm>